


# Process Scheduler/Process Monitor

**Purpose:** Use this document to better understand the Process Scheduler/Process Monitor within ctcLink.

**Navigation:** PeopleTools > Process Scheduler > Process Monitor

## Field Definitions for View Process Request For Page

- **User ID:** The Empl ID of the user who ran the process
- **Type:** The type of process that was run
- **Last or Date Range:** Two options are available (last or a date range)
- **Server:** What server the process was run on
- **Name:** Name of the process that was run
- **Instance From:**
- **Instance To:**
- **Run Status:** See table below

 **Note:** If you use the same Run Control ID for multiple processes, allow each process to finish running before starting another set.

Run Status	Description
<b>Blocked</b>	The running of this process has been blocked, which indicates that this process is waiting for one of the following: the number of active occurrences of this process to drop below Max Concurrent value, a process is recognized as mutually exclusive to complete, or a dependent file to be located.
<b>Cancel</b>	Indicates that a user has requested to cancel the scheduling of a process request.
<b>Cancelled</b>	Indicates that the server agent has successfully canceled the request after it has started.
<b>Error</b>	Indicates that the program associated with the process request encountered an error while processing transactions within the program. In this case, delivered programs are coded to update the run status to Error before terminating.
<b>Hold</b>	Indicates that a user has requested that the scheduling of a process request be put on hold.

Run Status	Description
<b>Initiated</b>	Indicates that a PeopleSoft Process Scheduler Server has acknowledged the new request. At this time, PeopleSoft Process Scheduler validates the parameters that are associated with this request and submits the command line to start a process.
<b>No Success</b>	Indicates that the program encountered an error within the transaction. <b>No Success</b> is different from <b>Error</b> because the process is marked re-startable. (Application Engine is the only delivered process type that is re-startable).
<b>Pending</b>	Status assigned to an item of a new PSJob request. This indicates that this item is waiting for a previous item in the job before PeopleSoft Process Scheduler releases this item. When the previous item has completed successfully, PeopleSoft Process Scheduler changes the status of the item to <i>Queued</i> .
<b>Processing</b>	Indicates that PeopleSoft Process Scheduler has successfully initiated the program. A status of <i>Processing</i> indicates that the program is running.
<b>Queued</b>	Status assigned to a new process request. The process request remains Queued until a PeopleSoft Process Scheduler Server picks up the new request.
<b>Restart</b>	Indicates that a process, which encountered an error, is attempting to restart.
<b>Success</b>	Indicates that the program has successfully completed.
<b>Warning</b>	A warning status is available to use in a job definition. A job definition may continue or stop when a process encounters a warning. The warning status must be set using PeopleSoft Application Engine. Set the AE_APPSTATUS field to 1.
<b>Distribution Status</b>	Displays the distribution status for each individual job and process. Valid states are: N/A, None, Generated, Not Posted, Posting and Posted.

## Process Scheduler Request

1. The **Process Scheduler Request** page displays.
2. Use the drop-down arrows to select the **Type** and **Format** to produce desired results.
  - a. **Type** options include:
    - Email
    - File
    - Printer
    - Web
    - Window
  - b. **Format** options include:

- CSV
- HP
- HTM
- LP
- PDF
- PS
- SPF
- XML

3. Select the **OK** button.

Process Scheduler Request

User ID

CTC\_GFULMER

Run Control ID

WA140\_TRIAL\_BALANCE\_GA1335

Server Name

Run Date

05/23/2023

Recurrence

Run Time

2:07:19PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	<div>CSV</div> <div>CSV</div> <div>HP</div> <div>HTM</div> <div>LP</div> <div>PDF</div> <div>PS</div> <div>SPF</div> <div>XML</div>	

 Distribution |

OK

Cancel

4. Make note of the **Process Instance number** that will be available on the displayed page.

5. Select **Process Monitor** link to display the **Process Monitor** page.

### Trial Balance Report

Run Control ID

WA140\_TRIAL\_BALANCE\_GA1335

Report Manager

Process Monitor

Run

Language

English

Process Instance:3511974

Report Request Parameters

Unit

WA140

\*Ledger

LOCAL

Fiscal Year

2023

Period

12

Currency Option

Base

Currency

☐ Display Full Numeric Field

Date Code

All

Include Adjustment Periods

	Adjustment Period		
1	13	+	-
2	131	+	-
3	132	+	-
4	133	+	-

Restore

ChartField Selection

6. From the Process List tab, select the **Refresh** button until **Run Status** reads 'Success' and **Distribution Status** reads 'Posted'.

Process Monitor

Process List

Server List

View Process Request For

User IDCTC\_GFULMEI

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

1-5 of 5

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	3511974		SQR Report	GLS7012	CTC_GFULMER	05/24/2023 7:15:13AM PDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	3511973		SQR Report	GLS7012	CTC_GFULMER	05/24/2023 5:30:05AM PDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	3511969		SQR Report	GLS7012	CTC_GFULMER	05/23/2023 2:07:19PM PDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	3511968		SQR Report	GLS7012	CTC_GFULMER	05/23/2023 2:01:08PM PDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	3511967		SQR Report	GLS7012	CTC_GFULMER	05/23/2023 1:31:11PM PDT	Success	Posted	Details	▼ Actions

Go back to Trial Balance

Save

Notify

Process List | Server List

7. On the Process List tab, select the **Details** hyperlink or use the drop-down arrow to select the desired **Actions** option.

a. **Actions** options include:

- Update Process
  - Delete Request
- Details
- Parameters
- Message Log
- View Log/Trace

Process Scheduler/Process Monitor

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Process List

Server List

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View Process Request For

User ID

CTC\_GFULMEI

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	3511967		SQR Report	GLS7012	CTC_GFULMER	05/23/2023 1:31:11PM PDT	Success	Posted	Details	<div> <div>Update Process</div> <div>Details</div> <div>Parameters</div> <div>Message Log</div> <div>View Log/Trace</div> </div> <div>Delete Request</div>

Go back to Trial Balance

Save

Notify

Process List

Server List

## View Processing Detail

### Process Section

- **Instance:** This is the instance number for when this process ran
- **Type:** This is the type of process that ran
- **Name:** This is the name of the process that ran
- **Description:** This is the description of the process that ran
- **Run Status:** This is the status of how the process ran (refer to table above for run status definitions)
- **Description Status:** This status describes whether or not the process has posted or not

### Run Section

- **Run Control ID:** This shows the users run control that they used to run the process
- **Location:** Server location
- **Server:** Server name
- **Recurrence:** The recurrence name if this process is on a recurring schedule

### Update Process Section

**Request Choices:** Hold, Queue, Cancel, Delete, Re-send or Re-start

### Date/Time Section

This section tells you when the process was created, when it could start running as well as the beginning and ending time that the process ran

- Request Created On
- Run Anytime After
- Began Process At
- Ended Process At

## Actions Section

In the Actions section there are links that lead you to more information about the process that can help inform you about what has occurred with the process

- Parameters
- Message Log
- Batch Timings
- View Log/Trace
- Transfer
- View Locks

Process Monitor

< Process List

Process Detail

Process

Instance

107405061

Type

Application Engine

Name

3CENGINE

Description

3C ENGINE

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

WA010\_EY\_EPE006

Location

Server

Server

PSUNX

Recurrence

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☐ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On

04/10/2023 1:58:07PM PDT

Run Anytime After

04/10/2023 1:58:06PM PDT

Began Process At

04/10/2023 1:59:06PM PDT

Ended Process At

04/10/2023 1:59:21PM PDT

Parameters

Transfer

Message Log

View Locks

Batch Timings

View Log/Trace

OK

Cancel

- The actions available depend on the current status of the process:

Current Status	Valid Actions
Blocked	Hold, Cancel
Cancelled	Delete
Error	Delete

Current Status	Valid Actions
Hold	Delete, Cancel, Restart
Initiated	Cancel
No Success	Delete
Pending	Hold, Cancel
Processing	Cancel
Queued	Hold, Cancel
Restart	Hold, Cancel
Success	Delete
Warning	Delete

## Parameters



**Process Request Parameters** tell you what the code is that ran the process.

[< Process List](#)
Process Monitor

### Process Request Parameters

**Process**

Instance: 107405061      Type: Application Engine  
 Name: 3CENGINE      Description: 3C ENGINE

**Parameters**

Command Line:  
 psae -CT ORACLE -CD ACSPTS -CO "CTC\_GFULMER" -CP OPRPSWD -R WA010\_EY\_EPE006 -I  
 107405061 -AI 3CENGINE -OT 6 -FP  
 "/home/psadm2/psft/cfg\_home/appserv/prcs/CSPTS/log\_output/AE\_3CENGINE\_107405061/" -OF 14  
 Working Dir:

**Authorized To View Reports from the Web**

ID Type	Distribution ID
User	1010

[Return](#)

# Message Log

**i** The **Message Log** will give you messages about how the process ran. Selecting the **Explain** button gives more details about the message.

[< Process List](#)

Process Monitor

Message Log

Process

Instance: 107405061Type: Application EngineName: 3CENGINEDescription: 3C ENGINE

1-2 of 2

View All

Severity	Log Time	Message Text	Explain
	1:59:21PM	Published message with ID 910251e4-d7e2-11ed-aa4c-e52ce43147f1 to create entry in folder GENERAL.	<div>Explain</div>
	1:59:21PM	Successfully posted generated files to the report repository	<div>Explain</div>

Return

# Batch Timings

**i** **Batch Timings** are provided to monitor your application engine programs' performance. The Process Scheduler - Batch Timings page applies to the Statement Timings data stored in the (table) option.



< Process List

Process Monitor

Batch Timings - Summary

Process

Instance: 107405061

Name: 3CENGINE

Type: Application Engine

Description: 3C ENGINE

Time (in milliseconds)

Elapsed: 0

In PeopleCode: 0

In SQL: 0

Trace Level

Application Engine: 0

SQL & PeopleCode: 0

1-1 of 1

View All

Program	Detail ID	Compile Count	Compile Time	Execute Count	Execute Time	Fetch Count	Fetch Time	PC Count	PC Time
		0	0	0	0	0	0	0	0

## View Log/Trace

i

When you select **View Log/Trace**, you can view log files that provide information regarding how the process performed. For example, the Send Messages process has an output file that gives each student ID.

Process Scheduler/Process Monitor

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[Process List](#)

Process Monitor

View Log/Trace

Report

Report ID 9324557

Process Instance 107405061

[Message Log](#)

Name 3CEngine

Process Type Application Engine

Run Status Success

3C ENGINE

Distribution Details

Distribution Node local

Expiration Date 05/10/2023


File List

Name	File Size (bytes)	Datetime Created
<a href="#">AE_3CEngine_107405061.log</a>	167	04/10/2023 1:59:21.176921PM PDT


Distribute To

Distribution ID Type	Distribution ID
User	101

Return

 It is worthwhile looking at the log files. In this example, if you click and open the file **AE\_3CEngine\_107405061.log** you would see that it indicates *"Cannot open input file: /CSIN/I-091\_ETransFromCTCs/Data/SD331171."*


So while this process may have run successfully, it did not load a file as expected.

 The Process Monitor only stores data for 30 days, so you want to review and save any process information before it's deleted.

## Report Manager

**Navigation: Reporting Tools > Report Manager or Process Monitor page (PeopleTools > Process Scheduler > Process Monitor)**

1. Select the **Report Manager** link on the **Process Monitor** page.

 The report may display in two different areas. See below for instructions.

2. Select the hyperlinked name of the Report you wish to view. Ensure pop-ups are enabled.
  - a. If selecting from the **List** tab, select the hyperlinked name of the Report in the **Report** column.
  - b. If selecting from the **Administration** tab, select the hyperlinked name of the Report in the **Description** column.

**Left Screenshot: List Tab**

Report Manager

Navigation: List (selected), Explorer, Administration, Archives

View Reports For: User ID: ETC\_GFULMER, Type: Last, 1 Days, Refresh

Folder: Name, Created On, Last, 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 GLS7012	TRIAL BALANCE REPORT	General	05/24/23 11:23AM	3210288	3511975
2 GLS7012	TRIAL BALANCE REPORT	General	05/24/23 7:17AM	3210287	3511974
3 GLS7012	TRIAL BALANCE REPORT	General	05/24/23 5:30AM	3210286	3511973
4 GLS7012	TRIAL BALANCE REPORT	General	05/23/23 2:09PM	3210282	3511969
5 GLS7012	TRIAL BALANCE REPORT	General	05/23/23 2:01PM	3210281	3511968
6 GLS7012	TRIAL BALANCE REPORT	General	05/23/23 1:32PM	3210280	3511967

Go back to Trial Balance

Save

List | Explorer | Administration | Archives

**Right Screenshot: Administration Tab**

Report Manager

Navigation: List, Explorer, Administration (selected), Archives

View Reports For: User ID: ETC\_GFULMER, Type: Last, 1 Days, Refresh

Status: Folder: Instance: to:

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3210289	3511976	Trial Balance Report	05/24/2023 11:27:40AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3210288	3511975	Trial Balance Report	05/24/2023 11:22:56AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3210287	3511974	Trial Balance Report	05/24/2023 7:17:31AM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	3210286	3511973	Trial Balance Report	05/24/2023 5:30:14AM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	3210282	3511969	Trial Balance Report	05/23/2023 2:09:17PM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	3210281	3511968	Trial Balance Report	05/23/2023 2:01:25PM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	3210280	3511967	Trial Balance Report	05/23/2023 1:31:35PM	Acrobat (*.pdf)	Posted	Details

Select All | Deselect All

Delete | Click the delete button to delete the selected report(s)

Go back to Trial Balance

Save

List | Explorer | Administration | Archives

3. As soon as the process is run, the report will display based on the Type and Format selected.

Report ID: GLS7012

Bus. Unit: WAI40--CLARK COLLEGE

Ledger: LOCAL -- Local USD Currency Ledger

As of Year 2023 and Period 12 (incl adj) ( 13,131,132,133 )

Base Currency: USD Date Code 0

Fund	Approp	Class	Dept	
001	101	011	21295	IFDF-ENG/LANG/BAS ED

PeopleSoft GL

TRIAL BALANCE

Account		Cur	Transaction Debit	Transaction Credit
1000070	Cash - Bank 1	USD	0.00	9,645.93
1000199	Internal Cash	USD	0.00	750.00
2000010	AP Control Liability	USD	0.00	0.00
2000020	Expenses Control Liability	USD	0.00	0.00
2010060	DOR Sales Tax	USD	0.00	0.00
2010070	DOR Use Tax	USD	0.00	0.00
3100160	Unassigned Fund Balance	USD	0.00	0.00
5030010	Supplies	USD	666.65	0.00
5030020	Other Goods	USD	625.74	0.00
5030110	Computers and Related Hardware	USD	7.46	0.00
5050030	Purchased Services	USD	800.57	0.00
5080010	Instate Substinance/Lodging	USD	788.47	0.00
5080020	Instate Airfare	USD	89.56	0.00
5080040	Other Travel Expenses	USD	2,094.50	0.00
5080050	Out of State Substist/Lodging	USD	2,291.18	0.00
5080060	Out of State Airfare	USD	211.80	0.00
5081100	Training	USD	210.00	0.00
5081102	Conferences/Registrations	USD	1,750.00	0.00
5081103	Dues/Membership Fees	USD	840.00	0.00
5081120	Subscriptions	USD	20.00	0.00
<b>Total for Dept 21295</b>			<b>10,395.93</b>	<b>10,395.93</b>

Page No. 1

Run Date 05/23/2023

Run Time 13:31:50

Total for Ledger

USD 10,395.93 10,395.93

## Reviewing a JobSet

1. Enter the **User ID** that you want to find. (For the purpose of this example, CTC\_GFULMER is used).
2. Select the **Refresh** button.

Process Monitor

Process List

Server List

View Process Request For

User ID

CTC\_GFULMEI

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

3. You will see the processes that CTC\_GFULMER has run.
4. Select the **Process Name** (you will do this for all jobsets-instead of of selecting **Details**).

Schedule JobSet Definition

Process Monitor

Process List

Server List

View Process Request For

User ID

CTC\_GFULMEI

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	107405059		PSJob	CTCFACKL	CTC_GFULMER	04/10/2023 1:58:06PM PDT	Queued	N/A	Details	Actions

Go back to Schedule JobSet Definitions

Save

Notify

Process List | Server List

5. You will be able to view the processes that ran in the jobset.
6. Select the process to view process details.









## Process Detail

Process Name CTCFACKL

[Refresh](#)

Main Job Instance 107405059

[Left](#) | [Right](#)

-  107405059 - CTCFACKL Processing
  -  107405060 - 3CENGINE Success
  -  107405061 - 3CENGINE Success
  -  107405062 - 3CENGINE Success
  -  107405063 - 3CENGINE Success
  -  107405064 - 3CENGINE Success
  -  107405065 - 3CENGINE Pending
  -  107405066 - 3CENGINE Pending